

# State of Nevada COR: Inspector General

Version Date: 10/16/2013

## **2005154 Criminal Investigation Files (Homicide)**

Reviewed: 7/13/2008

Description: These records are used to document major investigations of homicides conducted pursuant to Department of Corrections Administrative Regulations and NRS 228.160. The record may contain but is not limited to: Copies of law enforcement records (including crime reports, police reports, investigative reports, etc.); Evidence (including evidence recovery reports, maps, photographs, crime sketches, audio-visual media, etc.); Warrants, consent to search forms, waivers, and similar documents; Individual and final investigative reports and; Related correspondence and similar documents.

Retention: Retain these records for a period of twenty-five (25) calendar years after conclusion of the investigation.

Disposition: Permanent: Transfer to State Archives

## **2008019 Criminal Investigation Files (Not Referred)**

Reviewed: 7/13/2008

Description: These records are used to document major investigations pursuant to Department of Corrections Administrative Regulations and NRS 228.160, which were conducted and not referred to the Attorney General for further action. The record may contain but is not limited to: Copies of law enforcement records (including crime reports, police reports, investigative reports, etc.); Evidence (including evidence recovery reports, maps, photographs, crime sketches, audio-visual media, etc.); Warrants, consent to search forms, waivers, and similar documents; Individual and final investigative reports and; Related correspondence and similar documents.

Retention: Retain these records for a period of three (3) calendar years after conclusion of the investigation.

Disposition: Destroy Securely

## **2005153 Criminal Investigation Files (Referred)**

Reviewed: 7/13/2008

Description: These records are used to document major investigations pursuant to Department of Corrections Administrative Regulations and NRS 228.160, which were conducted and referred to the Attorney General for further action. The record may contain but is not limited to: Copies of law enforcement records (including crime reports, police reports, investigative reports, etc.); Evidence (including evidence recovery reports, maps, photographs, crime sketches, audio-visual media, etc.); Warrants, consent to search forms, waivers, and similar documents; Individual and final investigative reports and; Related correspondence and similar documents.

Retention: Retain these records for a period of twenty-five (25) calendar years after conclusion of the investigation.

Disposition: Destroy Securely

## **2006035 Incident Report File**

Reviewed: 3/8/2006

Description: This record series consists of reports of incidents by institutional wardens or facility managers to the Assistant Director of Operations via the Department's Inspector General. The file contains the original copy of the Incident Form and related documents.

Retention: Retain for a period of ten (10) calendar years from the close of the case.

Disposition: Destroy Securely

## **2005155 Internal Affairs Files**

Reviewed: 1/11/2006

Description: This record series is used to document investigations of internal personnel pursuant to Department of Corrections Administrative Regulation 708 and NRS chapter 284 & NAC chapter 284, relating to disciplinary measures and personnel actions. The file may contain: (a) general correspondence and internal memos; (b) copies of law enforcement records (including crime reports, police reports, investigative reports, waiver of rights, identification and location of witnesses & accomplices, witness statements, evidence reports, transcripts of questioning, etc.); (c) physical evidence, evidence recovery reports, maps, photographs, crime sketches, audio-visual media, etc.; (d) documentation of registered mailings (including mail logs, mail receipts, address lists, etc.); (e) research and working papers; (f) warrants, consent to search forms, waivers, etc.; (g) detailed

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individual and final investigative reports, related correspondence and similar documents.

Retention: Retain for a period of ten (10) calendar years after the close of the case.

Disposition: Destroy Securely